

REQUEST FOR PROPOSALS



INTERIOR/EXTERIOR PAINTING- TOWN-OWNED BUILDINGS

November 8, 2023

Commissioners of St. Michaels
P.O. Box 206
300 Mill Street
St. Michaels, MD 21663
410-745-9535
410-745-3463 fax
www.stmichaelsmd.gov

I. General Information

A. Introduction/Project Summary

The Town of St. Michaels is requesting sealed proposals from an individual or company to prep and paint the entire exterior of two Town-owned buildings at 201 Boundary Lane (formerly Environmental Concern property) and the interior of one of the two buildings.

B. Anticipated Selection Schedule

The Town anticipates the following general timeline for its selection process. The Town reserves the right to change this schedule.

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| • RFP Advertised | Week of November 6, 2023 |
| • Tour of the Buildings | Nov. 16-3:00pm or Nov. 21-10:00am |
| • Proposal Due Date at the Town Office | November 28, 2023 by 2:00 pm |
| • Opening of Proposals | November 28, 2023 at 2:00 pm |
| • Contract Approval | December 13, 2023 |
| • Commencement of Contract | December 14, 2023 |
| • Earliest Date to Commence Exterior Work | April 1, 2024 |
| • Earliest Date to Commence Interior Painting | December 15, 2023 |

C. Scope of Work/Deliverables

1. Responsibilities

Exterior-Two Buildings (Garage and Administration Buildings)

- a. Pressure wash the entirety of the two buildings to remove as much dirt and debris as possible
- b. Fascia board- Scrape all loose paint, machine sand all fascia, spot prime all base wood, caulk all seams and gaps, apply two coats of semi-gloss enamel to all fascia board.
- c. Eaves-Scrape all loose paint, sand areas if needed, caulk where needed, spot prime all bare wood with an acrylic primer, apply one coat of flat finish to all eaves.
- d. Siding- Scrape all loose paint, machine sand siding with orbital sander paying special attention to areas where paint was scraped, feathering in those areas as best as possible. Caulk all gaps and seams, except at the bottom of each siding board which should be left open to allow siding to breath. All damaged areas will be repaired with either epoxy or wood filler. Spot prime all bare wood and areas that were patched with an acrylic primer. Apply one coat of low luster to all siding.
- e. Windows/Doors- Hand sand all window and door frames and sash areas. Window sills will be sanded with orbital sander to smooth out areas as best as possible. Remove all loose glazing and old paint from glass. Reglaze where needed. All bare wood will be spot primed with an acrylic primer. All gaps and seams will be caulked. Apply one finish of semi-gloss enamel to all windows.
- f. Exterior painting shall not commence until April 1, 2024.

Interior-One Building (Administration Building)

- a. Existing surfaces and/or other items near areas where painting is occurring shall be protected from sanding dust, paint splatter, spills, overspray and/or other damage that could result from vendor operations.
- b. Surfaces shall be cleaned of all moisture, dirt, oil, grease, rust and other foreign matter prior to painting. Necessary site preparation such as caulking, scraping, hole repair, priming shall be performed to ensure the utmost quality and integrity of the end product. Switch plates, outlet covers, cable plates and phone jack covers are to be removed before work is performed. All hardware fixtures, light/switch covers shall be reinstalled. All wallpaper shall be fully removed and surface prepped smooth before painting.
- c. Materials/paint is to be applied evenly by brush or roller without runs, drips, air bubbles, or other defects. Surface shall be brushed out smooth leaving no minimum brush marks/roller stipple. Paint shall be applied in two coats.
- d. All interior painting shall be completed by February 15, 2024.

D. Qualifications Proposal Information

The Proposer is to provide adequate information that will render it qualified and capable of cost effectively accomplishing the program services. Since there is no assurance of the Proposer having any other opportunity to communicate its ability, the proposals must negate any ambiguity with respect to the proposer's ability and approach.

1. **Proposers Qualifications:** A qualified individual or firm shall have at least five (5) five years of experience providing professional, commercial painting services. Proposers must provide their firms' number of continuous years in operation.
2. **Company Experience:** This part will contain the proposer's particular experience history with other clients providing contact name, address, phone number, fax number, email address, scope of services, and other relevant data as outline in the proposer's qualification section. Provide, in this section, a list of projects where the proposer has been terminated, or replaced, on similar projects.
3. **Subcontractors:** The Proposer shall provide a list of subcontractors, by name and address, who they intend to use during the life of the contract. If names are not available, then the proposer must list the services to be subcontracted.

II. Proposal Instructions

A. Proposal Submittal and Due Date

Proposers shall submit four hard copies and one electronic copy of the proposals in a sealed envelope clearly marked: "Confidential: Town of St. Michaels Exterior/Interior Painting Town-Owned Buildings." Proposals shall be submitted by 2:00 p.m. on November 28, 2023 to:

Rob Straebel
Town Administrator
Commissioners of St. Michaels
P.O. Box 206
300 Mill Street

St. Michaels, MD 21663

The Town of St. Michaels assumes no responsibility for delayed or undelivered mail or express packages. Proposals which are not received by the Town by the above specified time and date will not be considered. Faxed or electronically transmitted proposals will be rejected as nonresponsive.

Proposals will be opened on November 28, 2023 at 2:00 p.m. at St. Michaels Town Office. Copies of this RFP are available for review at St. Michaels Town Office.

B. Inquires

Questions concerning this RFP should be submitted to:

Rob Straebel
Town Administrator
Commissioners of St. Michaels
P.O. Box 206
300 Mill Street
St. Michaels, MD 21663
(410)745-9535

Email: <mailto:rstraebel@stmichaelsmd.gov>

C. Reservation of Rights

The Town reserves the right to: 1) seek clarifications of each proposal; 2) negotiate a final contract that is in the best interest of the Town and the public; 3) reject any or all proposals; 4) cancel this RFP at any time if doing so would be in the public interest, as determined by the Town in its sole discretion; 5) award the contract to any proposer as set forth in this RFP; 6) waive minor informalities contained in any proposal, when, in the Town's sole judgment, it is in the Town's best interest to do so; and 7) request any additional information the Town deems reasonably necessary to allow the Town to evaluate, rank, and select the most qualified Proposer to perform the services described in this RFP.

D. Information Release

Proposers are hereby advised that the Town may solicit background information based upon all information, including references, provided in response to this RFP. By submission of a proposal, Proposer agrees to such activity and releases the Town from all claims arising from such activity.

E. Public Records

All proposals submitted are the property of the Town of St. Michaels and are thus subject to disclosure pursuant to the public records law.

Accordingly, proposals received and opened shall not be available for public inspection until after the Town has scheduled a public discussion at a Commissioners of St. Michaels Town meeting.

F. Costs

Proposers responding to this RFP do so solely at their own expense.

III. Proposal Evaluation

A. Selection

B. Contract

The selected Proposer will be expected to sign a written agreement, which will incorporate this RFP and the awardee's proposal. Negotiations shall be limited to terms the Town chooses to negotiate, in Town's sole discretion.

The agreement requires that the awardee comply with all applicable federal and state laws, rules, and regulations.

The Town of St. Michaels is an Equal Opportunity/Affirmative Action Employer. Women, Minorities, and Disabled Persons are encouraged to apply.

THIS SOLICITATION IS NOT AN IMPLIED CONTRACT AND MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.